

CITY OF MENOMONIE
APPLICATION FOR EMPLOYMENT

DATE _____

Instructions: To be filled out by the applicant in ink or typewriting. Check (x) in the appropriate blanks () where necessary. If additional details will be of value in answering these questions, use a separate sheet. False or misleading statements will be cause for rejection or dismissal after appointment.

Position Applied For _____

Name: _____
 First Middle Last

Home Address: _____

Telephone Number: Home _____ Business _____

Born U. S. Citizen? Yes: ___ No: ___ If a naturalized citizen, you must file proof of citizenship with this application.

Have you previously filed an application with the city? Yes ___ No ___

If "yes", give position applied for and date of application: _____

Indicate number of years of school successfully completed: _____

Areas of Specialization: _____

Name and location of school last attended: _____

Name and location of previous college, business, or vocational schools attended and major subject:

1. _____

2. _____

3. _____

What is your general health and physical condition: _____

PERSONAL REFERENCES: (List name, address and phone numbers of three *personal* references. (no relatives or former employers).

List names of any friends or relatives working for the City of Menomonie:

PREVIOUS EMPLOYMENT

Give a complete account of your previous employment history (preferably full-time) including apprenticeships. Start with your present or most recent position and work back. Evaluation of your experience will be based on this information. Emphasize your own specific tasks. List each promotion as a separate job. Be complete.

Name of Employer _____ Name of Employer _____

Address of Employer _____ Address of Employer _____

Type of Business _____ Type of Business _____

Dates of Employment _____ Dates of Employment _____

Name & Title of Immediate Supervisor _____

Final Salary \$ _____ per _____ Final Salary \$ _____ per _____

Reason for Leaving _____ Reason for Leaving _____

Title of your Position _____ Title of your Position _____

Description of Your Work _____ Description of Your Work _____

Note: If more space is required, attach a separate sheet and follow the same form.

If now employed, are you willing to have the City contact your present employer in reference to your qualifications? Yes _____ No _____

Would you accept temporary employment? Yes _____ No _____

Have you ever been charged or convicted of any crime or misdemeanor other than a traffic violation?

Yes _____ No _____ If yes, state in full: _____

Date _____ Court _____ Offense _____ Disposition _____

I certify that all statements made by me on this application are true, complete and correct.

Signature of Applicant

Date